DOCUMENT RESUME

ED 470 459 JC 020 743

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TITLE	Community College Library Job Descriptions and Organizational Charts. CJCLS Guide.
INSTITUTION	Association of Coll. and Research Libraries, Chicago, IL.
REPORT NO	No-4
ISBN	ISBN-0-8389-8119-4
PUB DATE	2000-00-00
NOTE	290p.; Produced by the Community and Junior College Library Section. For CJCLS Guide #3, see ED 423 895.
AVAILABLE FROM	ALA, P.O. Box 932501, Atlanta, GA 31193-2501 ($45). Tel: 866-746-7252 (Toll Free); Fax: 770-442-9742; Web site: http://www/ala.org/.
PUB TYPE	Books (010) -- Reference Materials - Vocabularies/Classifications (134)
EDRS PRICE	Document Not Available From EDRS.
DESCRIPTORS	*College Libraries; *Community Colleges; *Job Analysis; Libraries; Library Planning; Library Research; Library Role; *Occupational Information; School Libraries; *Staff Role; Staff Utilization; *Technology; Two Year Colleges

ABSTRACT

Organizational change and technological developments have impacted community college library staffing. Every job description at every level requires some degree of computer expertise. Many libraries have developed new computer-related positions, while other libraries have incorporated these responsibilities into existing staff positions. Technology has also impacted the library's relationship to the rest of the college organization, and in many cases library directors have assumed college-wide responsibility for computer systems. This guide provides examples of 93 job descriptions, 32 college organizational charts, and 29 library organizational charts. The editors received over 600 pages of job descriptions and organizational charts from 86 libraries for this guide. The majority of community colleges follow the traditional academic reporting structure, and the editors included organizational charts from both multi-campus and single-campus libraries of this type, as well as a representative sampling from colleges of various sizes nationwide. The editors also included examples from as many different types of college organizational structures as space allowed. The Library Organizational Survey was sent to 268 libraries; 86 were completed and returned for a return rate of 32%. (Survey instrument included.) (Author/NB)

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